

**To:** Chan, Renee[Chan.Renee@EPA.GOV]; Ortesi, Marie[Ortesi.Marie@epa.gov]  
**From:** kfrazier@wrpt.us  
**Sent:** Thur 12/17/2015 12:30:53 AM  
**Subject:** In-kind Contribution  
[In-Kind Contribution Nonpoint Source.pdf](#)  
[Camp In-kind List 2010.xlsx](#)  
[Camp In-Kind List 2011.xlsx](#)  
[Camp In-kind List 2012.xlsx](#)  
[In-Kind Contribution form.xlsx](#)  
[Timesheet.xlsx](#)

Renee & Marie,

Attached is the In-Kind balance for Roy's program (\$2,197.50) which in addition to the \$18,375 already submitted should cover the \$20,000 in kind contribution he had to meet. Also attached are spreadsheets for Gina's Water Quality Camps for 2010, 2011, & 2012 documenting volunteer hours at the minimum wage rate of \$7.25/hour for Nevada during those years. These total \$19,324.25. I also have a total for donations of \$6,240.70 which can also be included as in-kind. Please look over these spreadsheets and let me know if these figures are acceptable.

Roy mentioned that he thought Gina only had to come up with \$9,000 total for her in-kind. My notes from our conference calls also state \$9,000. Please verify.

Also included in this email are the In-Kind Contribution form and timesheet form which were adopted and approved by the WRPT Tribal Council on October 21, 2015. These forms are now being used by those departments who use In-Kind Matches. The timesheet form now has a place to document hours to be used as In-Kind Contribution is also attached.

The procedure to document In-Kind Contribution is as follows:

1. Employee hours used as In-Kind Contribution must be documented on a timesheet identifying the employee, department, fund code, and hours on a bi-weekly basis.
2. Volunteer or donation services must be documented on an In-Kind Contribution form listing the Department/Program, fund code, grant name, grant number, time period, date, description of services provided, hours, and value of services. The form must be certified by the department director, signed, and dated.
3. Once verified and approved, the In-Kind Contribution journal entry is processed on a monthly basis or as requested by the department.

